

Elon University

Fall 2020

Employee COVID-19 Guide

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The Office of Human Resources

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Elon University Employee Guide

Guides, Policies, and Procedures

The Office of Human Resources is dedicated to supporting the mission and goals of Elon University by delivering a wide array of programs and services to the university's most valuable asset, its employees. Employees will need to be flexible, as the state of our current situation is fluid, which drives policy change.

Our Human Resources staff is always ready to help with any questions you may have. Please contact us at (336) 278-5560 or hr@elon.edu for assistance. By clicking this [link](#), you will be directed to the Guides, Policies, and Procedures webpage which houses the Faculty Handbook, the Staff Manual and information regarding COVID-19 policies.

Pandemic Leave Policy

Definitions and Instructions for entering time during COVID-19 in OnTrack

Beginning with the start of Governor's phase two, Elon University will provide paid time off for exempt (salaried) and non-exempt (hourly) staff for use during periods of quarantine, employee illness, and/or care for others related to COVID-19 associated disruptions up to 160 hours for the categories described below.

When to use COVID-19 Pandemic Time Off:

Employees are eligible to utilize Pandemic Leave if they fall into one of three categories below:

- Staff member's own illness related to COVID-19
- Caring for an immediate family member's illness related to COVID-19
- Quarantine/isolation due to COVID-19 symptoms or possible exposure to the virus, when remote work options are not available

Reporting Pandemic Leave:

A special leave code titled Pandemic Leave has been created in OnTrack for staff to use when an absence is related to COVID-19. When entering an absence related to COVID-19 in OnTrack, please use the Pandemic Leave option. Time off using this absence code may be used in hourly increments or for full or half days as needed. Staff members who are sick unrelated to COVID-19 or caring for family members who are sick unrelated to COVID-19 should use regular sick leave.

Accrual Rate – Full-Time Staff:

Elon University will provide paid time off for full-time exempt (salaried) and non-exempt (hourly) as per the categories above for a total of 160 hours.

Accrual Rate – Part-Time Staff:

Regular part-time employees who work 20-39 hours per week for 12 months each year generally accrue on the same basis as full-time employees, except it is pro-rated according to the number of regular hours worked. Regular part-time employees who work 40 hours per week but less than 12 months per year should contact Payroll to find out at what rate they earn for this leave.

Note: Pandemic Leave will not be paid upon termination or retirement and the university reserves the right to terminate this policy at any time and for any reason.

As always, communication with your supervisor during this time is critical. For additional information regarding the entry of this leave, please contact our payroll administrator at kbeal@elon.edu. For information regarding the different circumstances around using this leave, please contact Human Resources at hr@elon.edu.

Face Covering Policy

Beginning June 26, 2020 at 5:00 p.m. and continuing until otherwise announced by the University.

Growing scientific evidence supports that the wearing of face coverings is one of the most effective strategies in limiting the spread of the COVID-19 virus. The Centers for Disease Control and Prevention (CDC) and the North Carolina Department and Health and Human Services (DHHS) recommend wearing cloth face coverings to slow the spread of the virus and to help people who may have the virus and do not know it from transmitting it to others. It is the responsibility of everyone to wear face coverings in order to do their part to minimize risks to themselves, others and the Elon community. With that in mind, the university is providing an appropriate face covering to each student, faculty and staff member and has adopted the following detailed policy on wearing protective face coverings.

Everyone on campus is required to wear a face covering over the nose and mouth when indoors. This includes classrooms, public restrooms, open office and common spaces, hallways, meeting rooms, libraries, theaters and other indoor spaces. Face coverings are also required outdoors when six-foot physical distancing cannot be maintained.

- Students, faculty, and staff may use face coverings provided by the university or supply their own.
- Face coverings may be cloth or disposable.
- Employees may remove face coverings when alone in their own offices or enclosed workspaces.
- Students may remove face coverings in their own residence hall rooms or apartments.

- Students, faculty, and staff should have a face covering with them whenever they are on campus.
- Students, faculty, and staff who enter facilities without a face covering will be asked to leave.
- Students, faculty, and staff may remove face coverings when actively eating or drinking or strenuously exercising.
- Guests, visitors, vendors, and contractors will be expected to honor these guidelines and provide their own face covering to keep the Elon community safe.

Exceptions: Individuals who are unable to wear cloth face coverings due to a medical or behavioral condition or disability may wear an alternate face covering, such as a shield, and maintain a minimum six-foot physical distance at all times. Deans may grant a waiver to this policy for students and faculty in a specific class, if requested by the faculty member and necessary to meet the curricular requirements of the course (e.g., theater, voice, language instruction, etc.). In those classes, a minimum six-foot physical distance must be maintained at all times, in addition to other protocols that may be established by the university. Students who require accommodations must be registered with Disabilities Resources and contact Disabilities Resources (disabilities@elon.edu) for next steps. Employees or campus visitors who require accommodations should contact the Office of Human Resources.

Eating and drinking: Removing face coverings is not permitted in classrooms, labs, studios or outdoor tents in use as a classroom, which means that eating or drinking will not be allowed during class. Those needing to eat, drink or take medication during in-person class should take a break to do so outside of the classroom, lab or studio. Dining halls, outdoor seating, and non-classroom tents are good options for eating meals. Large indoor spaces or large building lobbies where physical distancing is possible can be used for eating or drinking, per the face covering policy. Please maintain physical distance from others eating in the same area, stay six feet away from doorways to protect those entering and exiting, and put your face covering back on after eating. Those walking through a lobby or space where someone is eating should continue to wear their face covering.

Accountability: Public health is everyone’s responsibility. Elon is relying on members of our community to adhere to and assist with enforcing these standards of behavior. Members of the community should speak up if they encounter someone violating the face covering policy. For example, using an informal, personal intervention with friends and colleagues, such as saying, “Mask up” or “No mask, no class” may often be a good reminder. Faculty, student organizations and office teams should clearly define how they will enforce the mask policy in their spaces. Individuals who fail to wear face coverings as required may be reported for non-compliance to the Office of Student Conduct (students) or the Office of Human Resources (employees) and disciplined under the appropriate handbook provisions. Visitors and third parties who do not adhere to this policy may be asked to leave the campus. The university may utilize existing policies, including but not limited to policies related to behavior that endangers self or others, for enforcement when intentional or unintentional violations of COVID-19 policies occur. Consistent with the university’s statement of non-discrimination, Elon will not tolerate discrimination, profiling, bias, or any form of racial intimidation in conjunction with this or any

other COVID-related policies, and any reported incidents will be addressed in accordance with university policy.

All members of our campus community are expected to follow all COVID-19 safety protocols and policies. Signage will be placed around campus to remind students, faculty, and staff that face coverings are required and how to properly wear a face covering. For additional information, visit the [CDC](#) or [Ready & Resilient](#).

Note: This policy may be subject to change based on orders, requirements, and guidance from federal, state, and local authorities.

Mask Donations and Free Masks: Face coverings can be expensive. In an effort to support all members of the Elon community, free cloth face coverings will be available in the CREDE in Moseley Center and Truitt Center in the Numen Lumen Pavilion for those who need assistance. Additionally, washed face coverings can be donated by dropping them off in a plastic bag at the Truitt Center.

Guidelines for Distancing and Hygiene

Physical Plant will continue providing daily cleaning and disinfecting of classrooms, breakrooms, bathrooms, and public spaces. Additionally, all employees will be required to exercise caution and continue physical distancing and personal hygiene practices in order to protect from the spread of the coronavirus as per the guidelines below. All employees will be asked to daily monitor their own health. Whether you are on campus or away, it is important that you take precautions to prevent the spread of the COVID-19 virus. Click [here](#) to be directed to a list of [healthy habits](#).

Expectations of Employees: Physical Distancing and Hygiene Practices per CDC guidelines

Vice Presidents and Deans will work with Department Directors, Department Chairs, and Program Directors to ensure that established physical distancing and hygiene practices (listed below) are maintained by employees.

- Faculty and staff should limit close personal contact and maintain a minimum 6-foot distance apart.
- Faculty and staff in individual offices should consider working with office doors shut.
- Faculty and staff should engage in frequent hand washing, the use of hand sanitizer, and sanitizing of surfaces regularly:
 - Wash hands with soap and water for at least 20 seconds as frequently as feasible.
 - Use hand sanitizer after interactions with people or objects, if soap and water are not readily available.
 - Cover coughs and sneezes into the sleeve or elbow, not hands.

- Clean and disinfect high-touch surfaces (buttons, door handles, counters, workstations, keyboards, telephones, handrails, etc.) regularly. Physical Plant will provide disinfecting wipes, or sprays for computer labs, classrooms, and public spaces for individuals to clean surfaces regularly.
- Avoid touching your face.
- Refrain from shaking hands.
- Everyone on campus is required to wear a face covering over the nose and mouth when indoors. This includes classrooms, public restrooms, open office and common spaces, hallways, meeting rooms, libraries, theaters and other indoor spaces. Face coverings are also required outdoors when six-foot physical distancing cannot be maintained. Faculty and staff should avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Faculty and staff should limit the number of people at gatherings, ensuring that North Carolina (NC) law is followed. Examples include:
 - When in-person meetings are necessary, no more than the number of people defined in NC law by the Governor's order should be present, and physical distancing should be in place.
 - Video conferencing and conference calls can be used instead of in-person meetings.
 - No events, meetings, or gatherings will be approved that include more than what NC law defines.
 - Please note that the multi-person limit on gatherings includes other personnel that may be present in that space.
- Faculty and staff should remain mindful of physical distancing in small spaces including elevators, hallways, stairwells, and restrooms.
- Faculty and staff should eat in a location that allows for appropriate physical distancing (e.g. outdoors, in an enclosed or private space, in an office with the door closed, etc.).

Note: All visitors to campus, including contractors, vendors, guest speakers, etc., will be expected to follow these guidelines.

Expectations of Employees with COVID-19 Symptoms or with a Sick Family Member at Home with COVID-19

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and/or Human Resources, contact their healthcare provider, and utilize sick leave to stay home.
- Employees with confirmed cases of COVID-19 should follow CDC-recommended steps, notify their supervisor and Human Resources, should use pandemic leave (and sick leave after pandemic leave ends), and should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a family member at home sick with a confirmed case of COVID-19 should notify their supervisor and Human Resources, follow CDC

recommended precautions, stay at home, and utilize pandemic leave (and sick leave after pandemic leave ends).

Expectations of Supervisors: Work Environment

Vice Presidents and Deans will work with Department Directors, Department Chairs, and Program Directors to evaluate the work environment and make the necessary changes and adjustments to ensure physical distancing practices can be followed. In shared offices or workspaces, the following should be considered:

- Utilize staggered work hours, and staggered arrival and departure times.
 - Examples include:
 - **Staggered scheduling:** Stagger employees' arrival and departure times, so that not all employees arrive or depart at the same time.
 - **Alternate break/lunch scheduling:** Alternate work or lunch schedules to minimize the number of individuals working together, congregating in one area, or gathering.
- Adjust furniture and office layout to allow for physical distancing.
 - Examples include:
 - Move desks or furniture apart to maximize spacing within offices, office suites, work areas, and lounge or public spaces.
 - Relocate individuals to alternate spaces or use larger spaces if possible.
 - Based on limited availability, and as a last resort, consider the use of office partitions or plexiglass dividers for areas where the prominent purpose is customer service or interacting with walk-up traffic of students, faculty, staff, parents, or campus visitors.
- Alter or limit congregating factors or spaces where the virus could be easily spread.
 - Examples include:
 - Discontinue the use of office coffee pots. Post signage to require disinfecting handles on refrigerators and microwaves, as well as control panels of microwaves and vending machines. Post signage discouraging drinking from water fountains.
 - Alter break room setups to increase physical distancing. Limit the number of people who can be present where gatherings often occur such as lunch or break rooms. Encourage outdoor break periods.
 - Insure adequate space between personal items in areas of shared storage such as locker rooms or mail rooms.

Expectations of Supervisors: High Traffic Areas and Forming of Lines

Vice Presidents and Deans coordinated with Department Directors, Department Chairs, and Program Directors to utilize guidance from the Governor's Executive Order in the following ways in high traffic areas and offices where lines form:

- Clearly demarcate 6-feet of space in lines using approved decals from the Physical Plant.
- Decrease face-to-face interactions. Utilize barriers such as tape or furniture as needed to insure proper traffic patterns and limit access.

- Limit number of people moving through large spaces, like dining halls and the bookstore.
- When walking in corridors or hallways, stay on the right side according to the direction you are heading in order to maximize distance when passing others.

Employees with an Increased Risk for Severe Illness from COVID-19

Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk. Severe illness means that the person with COVID-19 may require hospitalization, intensive care, or a ventilator to help them breathe, or they may even die.

As you get older, your risk for severe illness from COVID-19 increases. For example, people in their 50s are at higher risk for severe illness than people in their 40s. Similarly, people in their 60s or 70s are, in general, at higher risk for severe illness than people in their 50s. The greatest risk for severe illness from COVID-19 is among those aged 85 or older

The CDC has identified individuals with an increased risk for severe illness from COVID-19 as people who have serious underlying medical conditions, including:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

Employees in the above groups should consult the CDC's extra precautions site and speak with their supervisor and healthcare provider. Employees should contact Human Resources to discuss instances potentially needing an additional accommodation for someone who has identified themselves as higher risk for severe illness and unable to work in conditions provided to them.

Reasonable Accommodations in Temporary Response to COVID-19

The Ready and Resilient website includes important information about safety guidelines and protocols all Elon employees are expected to follow to reduce the risk of exposure of COVID-19 within our campus community. Elon recognizes that even with these campus-wide safety precautions, employees with disabilities^[1], health issues, or those who may be at higher risk for developing complications associated with COVID-19 may require additional accommodations to reduce their risk of exposure while still performing their job duties.

The process below describes the steps that employees should take to request accommodations related to COVID-19. This process aligns with the requirements of the Americans with Disabilities Act (ADA) and the Rehabilitation Act, as well as incorporates guidelines made by the CDC and state and local public health authorities. Elon also will consider employee requests

for accommodations for other issues that may be impacted by COVID-19, such as a lack of available childcare or living with an individual who may be at a higher risk of severe illness from COVID-19. **Please visit the following webpage for the appropriate links to begin the process:** <https://www.elon.edu/u/bft/hr/reasonable-accommodations-related-to-covid-19/>

Process for Requesting Accommodations

1. Faculty or staff member should initiate request with the office of Human Resources by completing the information on the COVID-19 Reasonable Accommodation Request form.
2. Faculty or staff member may need to provide any necessary supporting medical documentation and/or permission for the ADA Coordinator or designee to speak directly with your healthcare provider(s) about your specific request by completing the medical information form. You will be requested to upload your form after completion.
3. ADA Coordinator or designee will gather relevant information from appropriate individuals identified as having a need to know, such as the individual's supervisor or department head, keeping medical information confidential.
4. Appropriate accommodation will be identified.
5. ADA Coordinator or designee will communicate with all necessary impacted stakeholders, providing only the minimum details necessary to implement the accommodation and will facilitate the accommodation being made.
6. ADA Coordinator or designee will work with the requesting faculty or staff member to establish a timeline to review the accommodation effectiveness.
7. If a request is not approved, ADA Coordinator or designee will communicate the factors utilized in the decision and explore options for leave usage with the faculty or staff member.

Notes

- COVID-19 related accommodation(s) are based on local, state, and federal guidance along with CDC guidelines.
- Information regarding this accommodation request is confidential and will only be shared as needed with the appropriate personnel to consider the implementation of a reasonable accommodation. Information related to an accommodation request will not be placed in your employment file. All medical documentation will be kept confidential.

^[1] For the purposes of the ADA, the term “disability” means, with respect to an individual—a physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

Faculty/Staff Health and Wellness Clinic

Our mission is to promote, maintain, and improve the health and well-being of the Elon University Faculty and Staff by providing holistic health care services and programs to support the mind, body, and spirit.

The Elon University Faculty/Staff Health & Wellness Clinic is operated in partnership with Cone Health-Alamance Regional.

Contact

(336) 278-5569
Fax: (888) 977-1363

Location

R.N. Ellington Center for Health & Wellness
301 South O’Kelly Avenue
Elon, NC 27244

Clinic Hours

Monday – Friday
7:30 am – 4:00 pm
Closed for lunch
12:00 pm -1:00 pm

Elon Employee Assistance Program – EAP

Elon has partnered with ComPsych GuidanceResources® to offer caring and support services for University employees (and their families). This service provides access to confidential support to address a variety of personal or professional issues. This resource is available virtually 24 hours a day, seven days a week at no charge. Please click the link [here](#) for more information.

Family Medical Leave Act - FMLA

The Family Medical Leave Act, which became effective on August 5, 1993, requires all employers with 50 or more employees employed within a 75-mile radius to give employees up to 12 workweeks of job- protected leave per rolling 12-month period. To be eligible for leave, an employee must have worked for the employer at least 12 months and must have worked at least 1,250 hours during the previous 12 months. Please click [here](#) for a link to the Office of Human Resources forms (found under “Life Events”), as well as the FMLA policy in the Staff Manual [here](#) (Policy V-2). Faculty or staff members who wish to apply for FMLA or have addition question should promptly contact the Office of Human Resources hr@elon.edu or call (336 278-5560).

Holiday Schedule

Holiday Schedule July – December 2020 – Main Campus

Independence Day

Friday, July 3, 2020

Thanksgiving

Thursday, November 26, 2020

Friday, November 27, 2020

Winter Break

Monday, December 21, 2020

Tuesday, December 22, 2020

Wednesday, December 23, 2020

Thursday, December 24, 2020

Friday, December 25, 2020

~~New Year's Eve~~

~~Thursday, December 31, 2020*~~

New Year's Day

Friday, January 1, 2021

*All staff who accrue leave, will now gain an additional personal leave day to be used **for one of the following days:**

- October 7, 2020
- November 3, 2020
- December 31, 2020

**The holiday for Fall Break has been removed;

***The university will remain open during these dates; therefore, offices will still need to be covered.

Holiday Schedule July – December 2020 – Law School

Independence Day

Thursday, July 3, 2020

~~Labor Day~~

~~Monday, September 7, 2020*~~

Thanksgiving

Thursday, November 26, 2020

Friday, November 27, 2020

Winter Break

Monday, December 21, 2020

Tuesday, December 22, 2020

Wednesday, December 23, 2020

Thursday, December 24, 2020

Friday, December 25, 2020

New Year's Day
Friday, January 1, 2021

*Classes will be held on September 7, Labor Day, and October 9, Fall Break Day. Law school staff will receive an additional personal leave day to be used **for one of the following days**:

- Wednesday, November 25
- Thursday, December 31

**The holiday for Labor Day has been removed

***The university will remain open during these dates; therefore, offices will still need to be covered.

NOTE: These changes to the academic calendar are intended to enhance health and wellness in our facilities by minimizing return travel by students, staff and faculty and are consistent with calendar adjustments common this year in higher education and on main campus.

Who to call for assistance?

- Faculty/Staff Health and Wellness Clinic: 336-278-5569
- Human Resources: 336-278-5560
- Physical Plant: 336-278-5500; [FixIT](#)
- Technology: 336-278-5200; [Technology website](#)

Additional Resources

- [CDC COVID-19 Fact sheet \(pdf\)](#)
- [Centers for Disease Control \(CDC\)](#)
- [World Health Organization \(WHO\)](#)
- [North Carolina COVID-19 Response](#)
- [What to do if you are sick](#)
- [Caring for someone with COVID-19](#)
- [Signs and Symptoms of COVID-19](#)